

## **Scheme of Grant-in-aid to Voluntary and other Organizations Working for Scheduled Castes**

---

The main objective behind the scheme is to involve the voluntary sector and training institutions of repute to improve educational and socioeconomic conditions of the target group i.e. Scheduled Castes with a view to upgrade skill to enable them to start income generating activities on their own or get gainfully employed in some sector or the other. The principle that good voluntary organizations should not only be assisted but also consciously built up has been guiding spirit behind the formulation of the Scheme.

### **II. SCOPE**

2.1. Assistance under this Scheme will be given to eligible voluntary and other organizations fulfilling the eligibility conditions as laid down in para 2.2.

2.2. In order to be eligible for assistance under this scheme, an organization should have the following characteristics:-

- i. It should be
  - a. Registered under the Societies Registration Act, 1860 (XXI of 1860) or any relevant Act of the State / Union Territory; or
  - b. A public trust registered under the law for the time being in force; or
  - c. A charitable company licensed under Section 25 of the Companies Act, 1958; or
  - d. Indian Red Cross Society or its branches; and or
  - e. Any other public body or institution having a legal status of its own;
  - f. The voluntary organization should have been registered for, at least two years, at the time of applying for grant under the scheme. This can, however, be waived by the Secretary, Ministry of Social Justice and Empowerment, for reasons to be recorded in writing, in exceptional cases.
  - g. Number of Scheduled Caste beneficiaries is not less than 60% in cases of voluntary organizations.
  - h. Any other organization or training institution of repute, which may be approved by the Secretary, Ministry of Social Justice and Empowerment.
- ii. It is not run for profit to any individual or a body of individuals except in case of training institutions of repute specifically included under 2.2 (i) (h).

### **III. TYPE OF ACTIVITIES COVERED**

3.1. Assistance under the Scheme is admissible for establishing centres and developing and delivering services, which may equip the Scheduled Castes by upgrading their skills to enable them to start income generating activities either through self-employment or wage employment. Grant-in-aid is mainly given for the following purposes:-

- i. Opening of hostels and residential / non residential schools, ITIs, arts and craft centres, or any other income generating scheme;
- ii. Meeting the cost of tuition fees for training in IT at institutions of repute to be selected by Ministry of SJ&E
- iii. Organizing Balwadies and Bal Kendras i.e. Creches to look after the deprived children of Scheduled Castes;
- iv. Providing medical facilities to Scheduled Castes through establishment of Hospitals or Mobile Dispensaries;
- v. Creating awareness regarding the Government programmes and facilities providing assistance and guidance in getting various Government facilities like legal-aid, scholarships, loans and various grant etc., and other client services;
- vi. Providing assistance for grievance redressal at appropriate judicial/ administrative for a;
- vii. Coaching centres for various entrance examinations and tests and other service related competitive examinations, which are not covered in Pre Examination Coaching Scheme. Taking up human rights issues, environmental issues and related to protection of consumers' rights;
- viii. Training of NGOs in Accounts, Management and how to apply etc; and
- ix. All such and related activities which are in harmony with the objectives listed above

### **IV. ADMISSIBLE ITEMS**

4.1. Assistance under the Scheme is admissible for the following items:

- a. Rent for the building in which the project is being run;
- b. Purchase of furniture;
- c. Purchase of equipment and machinery;
- d. Honorarium to the staff;
- e. Stipend to the students and trainees; Tuition fee chargeable by the institutions approved under 2.2 (i) (b) above
- f. for students enrolling in courses approved by the Ministry under 3.1 (ii)
- g. Material for use in learning the skills and creating awareness;
- h. Stationery;
- i. Contingencies which include TA/DA and other such expenditure, and
- j. Any other item as may be approved by the Secretary, Ministry of Social Justice and Empowerment.

4.2 The above is not exhaustive but merely an illustrative list of items for which assistance may be provided. It will be open to the Government of India to provide assistance for any other purpose connected with the activities referred to in para 3.1 above.

### **V. EXTENT OF ASSISTANCE**

5.1. The quantum of assistance shall be determined in each case on merit. The Government of India may, however, meet 90% of the approved expenditure on any or all the items enumerated in para 4.1 and 4.2 above. The remaining expenditure is to be met by the concerned voluntary organization from its own sources.

5.2. In cases involving reimbursement of tuition fee to the training institution 90% of the amount approved per student per training module shall be released. The balance amt shall be paid by the student herself.

5.3. The component of assistance for construction of building stands delinked from the Scheme and if deemed necessary would be considered by standing Finance Committee on case to case basis keeping in view the broad parameters for similar purpose in other Schemes of the Ministry of Social Justice and Empowerment.

## **VI. NORMS FOR RELEASE OF ASSISTANCE**

6.1. For SCs with disability, the grant in aid will be admissible under this scheme for all the items of assistance which are admissible under grant in aid schemes of Disability Development Division for Persons with Disabilities. The eligibility norms of assistance, procedure for inspection and all other details either contained in the various schemes of disability development division or issued by the Ministry of Social Justice and Empowerment from time to time shall be applicable mutatis mutandis for providing grant-in-aid for various activities relating to SCs with disabilities.

6.2. The Division will identify reputed and established NGOs which could be asked to set up facilities in those areas where various facilities for SCs have not developed and rural and other inaccessible areas either themselves or in partnership with the NGOs. These NGOs may also undertake the work of training of the NGOs including the new ones.

6.3. NGOs having presence in more than one State and having more than one branch will be eligible to receive for each of its branches grants for meeting expenditure on administrative overheads involving supervision and monitoring of the performance of its various branches. Each branch can apply separately or under the parent body.

## **VII. APPLICATION**

7.1. An organization desirous to apply for grant-in-aid under this scheme will send its application in the relevant prescribed proforma (Annexures - I-III) through an authority or body designated below for this purpose by the Ministry of Social Justice and Empowerment:-

- a. Through the Secretary of Social Welfare Department / SC,ST Welfare Department of the concerned State Government / Union Territory Administration; and or
- b. Through any of the Institute specified in Annexure - V as amended from time to time, nearer to the location of the project already being implemented or proposed to be implemented.

7.2. The above prescribed agency will send its inspection report in the prescribed proforma (Annexures - IV(a), IV(b), IV(c) with its recommendation within one month of the receipt of an application from the voluntary organization. The Ministry of Social Justice and Empowerment will process proposal within one month of the receipt of the inspection report and the recommendation.

7.3. Organisations covered under 3.1 (ii) shall file application for release depending on number of training vacancies assigned to an organisation for the year.

## **VIII. INSTALMENTS**

8.1. In case of the projects already approved i.e. continuing projects, first instalment to the extent of 50% of the estimated expenditure will be released as soon as possible on receipt of the following documents:-

- i. An application in the prescribed proforma together with the required documents;
- ii. Audited / Unaudited accounts for the previous year indicating the expenditure incurred on each sanctioned item vis-a-vis the grant sanctioned;
- iii. Budget Estimates for the financial year for which grant-in-aid is required; and
- iv. Performance, with statistical data, of the projects during the previous year. In case of new proposal this condition will not be applicable.

8.2. The second instalment will be released on receipt of the audited statement of accounts, together with utilization certificate, and inspection report from the prescribed agency.

8.3. The grant-in-aid shall be released after the grantee organization executes an Agreement Bond in prescribed proforma to the effect that in the event of its failure to abide by any or all the conditions stipulated in the sanction letter it shall be liable to refund with interest thereon the whole or such part of the grant as the Government of India may decide.

## **IX. EXPENDITURE AND ACCOUNTS**

9.1. In case of the actual expenditure on the items for which assistance was sanctioned fall below the level at which the grant was determined, the organization shall be liable to refund unutilized portion of the grant to the Government of India or the unutilized portion of grant shall be adjusted against the grant admissible for the subsequent financial year.

9.2. An aided organization must exercise reasonable economy in the expenditure on the approved items.

## **X. ACCOUNTS**

10.1 An aided organization shall maintain separate accounts of the grants . received under this scheme. These shall always be open to check by an officer deputed by the Government of India or State Government. These shall also be open to test check by the Comptroller and Auditor General of India at his discretion.

10.2 An aided organization shall maintain Register of Assets in the prescribed . proforma i.e. GFR-19 wherein all assets of permanent value and machinery and equipment having a life of not less than that 5 years and costing Rs.10,000 and above (each item) should be enclosed.

10.3 After the close of the financial year an aided organization will submit . audited statement of accounts with utilization certificate for all expenditure incurred.

10.4 An aided organization will also submit to the Ministry of Social Justice and Empowerment a statement in the prescribed proforma i.e. GFR-19 (Annexure - IV) showing the equipment / machinery purchased, with its price, out of the grant-in-aid received.

## **XI. OTHER CONDITIONS**

11.1 If an organization has already received or is expected to receive grant-in-aid . from some other official sources for the same purpose for which an application is being made under the scheme, an assessment of Central grant-in-aid will normally be made after taking into account grant-in-aid from other such official sources.

11.2 If it is found at a later stage that the organization had withheld or suppressed information regarding the grant-in-aid from other official sources or otherwise had given factually incorrect information. The grant-in-aid of the Government of India may either be cancelled or reduced and the organization may be asked to refund the grant already given with interest thereon.

**XII. OTHER MISC. CONDITIONS**

12.1 No capitation or other similar fees or donation in any form shall be charged from any beneficiaries. In case any fee is charged from the beneficiaries, it must be shown in the statement of accounts to be furnished to the Ministry / prescribed agency so that the amount so raised could be deducted from the admissible amount of grant- in-aid.

The main objective behind the scheme is to involve the voluntary sector and training institutions of repute to improve educational and socio-economic conditions of the target group i.e. Scheduled Castes with a view to upgrade skill to enable them to start income generating activities on their own or get gainfully employed in some sector or the other. Financial assistance under this Scheme to the extent of 90% of total approved expenditure is given to eligible voluntary organizations fulfilling the laid down eligibility conditions.

2. The schemes are broadly classified as Educational, business and service projects aiming to equip the Scheduled Caste target groups by upgrading their skills as well as educational levels to enable them to start income generating activities either through employment, self-employment or wage employment.

Grant-in-aid is extended to 39 identified activities.

1. Residential school for 100 students	Education
2. Computer training for students in schools	Education
3. Non-residential school	Education
4. Mobile dispensary	Services
5. Dispensary / 10-bedded hospital	Services
6. Centre for training of computers	Education
7. Type and shorthand training centre	Education
8. Craft centre	Business
9. TV, VCR and radio repairing training centre	Business
10. Balwadi / creche centre	Education
11. Printing, composing and bookbinding training	Business
12. Library	Services
13. Carpentry	Business
14. Commercial art and painting	Business
15. Coconut coir making and agarbatti making training programme	Business
16. Scooter / motorcycle / autoriksha repair training	Business
17. Training in spray painting and denting	Business
18. Motor winding and fitting training	Business
19. Training in welding and fitting trades	Business
20. Training in hand block printing	Business
21. Food preservation training	Business
22. Dari making training	Business
23. Training in leather art	Business
24. Gem cutting training	Business
25. Training in steel furniture making	Business
26. Training rural engineering	Business
27. Diesel pump set repair training	Business
28. Watch repair training	Business
29. Spinning and weaving training	Business
30. Electrician training	Business
31. Tie and die training	Business
32. Auto driving training	Business
33. Plumbing training	Business
34. Project for control of blindness among SCs	Services
35. Ophthalmic nurse technician course	Services

36. Centre to organize back-to-school programme for drop-out children	Education
37. Photography training	Business
38. Motor driving training	Business
39. Hair And Skin Care Training Centre	Services

**APPLICATION CUM MONITORING FORM FOR GRANT-IN-AID TO VOLUNTARY ORGANISATIONS WORKING FOR SCHEDULED CASTES DEVELOPMENT(FOR 1st instalment and new cases) \* (Residential / Non Residential / Hostel).**

**PART - A**

1. Financial year for which grant-in-aid is applied:	_____
2. Name of the Organization:	_____
3. (a) Nature of the project:	_____
(b) Date of commencement of the School / Hostel:	_____
(c) Year of Commencement of Grant-in-aid from G.O.I. for the School / Hostel:	_____
(d) Whether the Project is recognized by the State Government:	_____
4. Date of Registration of the Organization:	_____
5. Address of Registered Office	_____ _____ (STD Code) Tel. No: (STD Code) Fax No: Email:
6. (a) Complete address of location/locations where Schools / Hostel is being run	_____ _____ (STD Code) Tel. No: (STD Code) Fax No: Email:
(b). Nearest Railway Station / Bus stand:	_____
7. Whether building is OWNED / RENTED / ON LEASE / DONATED:	_____
8. (a) Is the building being utilized exclusively for this program?:	<b>Yes / No</b>
(b) If no, provide details of usage:	_____
9. (a) Area of building:	_____ (in sq. meters)
(b) Number of rooms:	_____
10. Whether separate project-wise accounts have been maintained for grants sanctioned earlier?:	<b>Yes / No</b>

\* Please indicate: Res. School / Non-Res. School / Hostel

11. Whether principle of joint operation of bank Accounts is being followed?:	<b>Yes / No</b>
---	-----------------

12. Details of bank accounts in which grant-in-aid released during last financial year were deposited.

Sl. No	Grant-in-aid for financial year	Sanction letter number	Dated	Recurring Amount	Nonrecurring Amount	Bank A/c No.	Name and address of Bank	Person Operating the joint Account
1.								
2.								

13. Whether the statements of accounts submitted along with the application are: **Audited / Un-audited**

14. Grant-in-aid sought from the Ministry:

Cost Head Group	Rs. in Lakhs
(a) Recurring	
(b) Non-recurring	
(c) Total	

15. Have your enclosed list of beneficiaries as per Form-I: **Yes / No**

16. Reasons for admission of Children:

i) Non availability of School near home	_____
ii) Parents cannot support Education of child	_____
iii) Facilities are better in this school than other local schools	_____
iv)Others(tobe elaborated)	_____

17. Indicate whether arrangement made by School for admission of children in higher classed after completion of studies in this school.

18. Have you enclosed list of Managing committee as per Form-II: **Yes / No**

19. Have you enclosed the list of employees as per Form-III: **Yes / No**

### PART - B

19. details related to beneficiaries and programmes (separately for each Institution)

(i) Date of:

a) Commencing Selection Process:	_____
b) Inviting applications:	_____
c) Closure of applications:	_____
d) Completion of Section:	_____

Whether any government nominee actually participated in the selection process? If yes, the name and designation of officer: \_\_\_\_\_

(iii) Date of:

a) Commencement of School Session:	_____
b) Completion of School session:	_____

(iv) Details of Beneficiaries:

a) No. of applicants	_____
b) Benficiaries selected :	_____
c) No. at beginning of Session :	_____
d) No. at completion of Session:	_____
e) No. of those passed:	_____
e) No. of those passed:	_____
f) No. of dropouts during the year:	_____

(v) Details of Sanction:

a) Letter No.	_____
b) Dated	_____
c) Amount sanctioned: Recurring: Non-Recurring:	_____ _____ _____
d) Amount utilized: Recurring: Non-Recurring:	_____ _____ _____

(vi) Name of the Head of Institution: \_\_\_\_\_

(vii) No. of employees: \_\_\_\_\_

(viii) Details of Govt. run Schools within a radius of 2 Km. From your school.

### PART-C

20. Details of Income and Expenditure during the year.

FOR THE ORGANISATION AS A WHOLE				FOR THIS PROGRAM / SCHEME		
	Year preceding receipt of first grant under the scheme at S.No.2	Previous year	Current year budgeted / actual?	Year preceding receipt of first grant under the scheme at	Previous year	Current year budgeted / actual?



2. I also hereby certify that I have read the rules and regulations of the Scheme and I undertake to abide by them. On behalf of the Management. I further agree to the following condition:-

- a. All assets acquired wholly or substantially out of the central grant shall not be encumbered or disposed of or utilized for purposes other than those for which the grant is given. Should the organization cease to exist at any time, such properties shall revert to the Government of India.
- b. The accounts of the project shall be properly and separately maintained. They shall always be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
- c. If the State or the Central Government have reasons to believe that the grant is not being utilized for approved purposes; the Government of India may stop payment of further instalments and recover earlier grant in such manner as they may decide.
- d. The institution shall exercise reasonable economy in its working especially in respect of expenditure on building.
- e. In the case of grant for buildings, the construction will be complete within a period of two years from the date of receipt of the first instalment of grant unless further extension is granted by the Government of India.
- f. No change in the Plan of buildings, the construction will be made without the prior approval of the Government of India.
- g. Progress reports on the project will be furnished at regular intervals as may be specified by the Government.
- h. The organization will bear 10% of the estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines.
- i. The organization agrees to make reservation for the Scheduled Castes/Scheduled Tribe candidate Disabled persons for appointment against the posts required for the working of the organization in accordance with instructions issued by the Government of India from time to time.
- j. It is hereby certified that no grant is being received for the same project from any other (Govt. Private or foreign) source.

**Yours faithfully,**  
**Signature of the Authorized Signatory**  
**Name:**  
**Designation:**  
**Address:**  
**Date:**  
**Office Stamp:**

## **PROFORMA FOR INSPECTION OF VOLUNTARY ORGANISATIONS WORKING FOR SCs AND RECEIVING GRANT IN AID FROM THE MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT FOR THE PROJECTS OF RESIDENTIAL / NON RESIDENTIAL SCHOOL / HOSTEL**

**1. Name of Scheme:** Grant in aid to Voluntary Organizations working for Scheduled Castes (Residential / Non residential School / Hostel)

**2. Date of Inspection:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(i) Time of commencement of inspection:	_____
(ii) Time of completion of inspection:	_____

**3. Composition of the Inspection Team:**

<b>Team COMPOSITION</b>	<b>Name</b>	<b>Designation</b>	<b>Agency with Address</b>	<b>Signature REPRESENTED</b>
1. Team Leader				
2. Members				

**4. Name and Complete Address of the Organisation:** \_\_\_\_\_

**5. Date of Registration of the Organisation:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**6. Nature / Brief Description of the Project: Residential / Non-Residential School / Hostel**

(a) Date of commencement of the School / Hostel:	____ / ____ / ____
(b) Year of commencement of grant -in-aid from G.O.I. for the School / Hostel:	_____
(c) Whether the school is recognized by the State Government:	<b>Yes / No</b>

**7. Location of the School / Hostel:**

(a) Complete Address / Location where the School is being run:	_____
(b) Distance from the similar project being run by other Organisation:	_____
(c) Availability of State Government run similar School / Hostel within 2 km of this school.:	_____

**8. Whether building is on RENT or OWNED: RENTED / OWNED**

**9. If on rent indicate the name and full particulars of owner as well as the rent paid per month.:** \_\_\_\_\_

**10. (a) Is the building space adequate enough to run the School / Hostel.:** **Yes / No**

(b) No of rooms their size, and usage of each.:

**11. (a) Availability / functioning of:**

1. Lighting
2. Fans
3. Toilet facilities

(b) Comment on the level of hygiene &amp; maintenance of facilities: \_\_\_\_\_

**12. Whether separate project-wise / school-wise accounts have been maintained for grants sanctioned earlier?: Yes / No**13. Whether principle of joint operation of banks Yes / No accounts is being followed?: **Yes / No****14. (a) What are the principal sources of funds of the Organisation**

Name of the Source	Amount
(i) Govt. - Name of the Ministry / Department	
(ii) Non-Govt.	
(iii) Foreign	
(iv) Mobilized from community	

**(b) Comment on the Organization's capacity for additional resource mobilization:****15. Whether the Organization is charging user fee/fees contribution from students: Yes / No****16. If YES indicate following details :**

(i) the monthly charges	_____
(ii) annual charges	_____
(iii) charges structured on income gradation basis (if any)	_____
(iv) Whether the user charges collected are reflected in the accounts of the NGO	<b>Yes / No</b>

**17. The following checks may be made:**

- i. check the entries made on the grants received from the Ministry.
- ii. check whether the same has been deposited in their Bank accounts
- iii. check the Bank passbook entries to corroborate on entries made as at Sl.No.(i)
- iv. check on the pay bill register
- v. enquire with those on payroll on disbursement of pay and amount received.
- vi. Whether subsidiary accounts of the government grant is maintained as required by GFR. 150(5)

**18. The number of students :**

	SC		OTHER	
	M	F	M	F
(i) Number of beneficiaries as per Project sanction				
(ii) Number found present at the time of Inspection.				
If less than sanctioned, reasons for absence ( please cross check with other students name / number of absentees)				

**19. Information on Process and Procedure of selection of students during the year**

(i) Number of student selected during the relevant year, class-wise:

Class	Primary school					Middle school			Hostel			
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII

Whether Caste certificates are obtained: **Yes / No**

(ii) Mode of selection and broad criterion adopted:	_____
(iv) Medium of instruction :	_____

20. (a) Total No. of Students enrolled in previous year : \_\_\_\_\_

(b) Out of the above :

(i) Those passed out of the Institution successfully :	_____
--	-------

(ii) Promoted to next grade in the same school :	_____
(iii) Pursuing further studies in other schools :	_____
(iv) No. of drop outs :	_____

21. Arrangements made by school for admission of children in higher classes after completion of studies in this school: \_\_\_\_\_

22. Whether students have been interviewed : **Yes / No**

If , yes please indicate summary of comments / suggestions

23. Whether parents of students interviewed: **Yes / No**

If yes, please indicate summary comments / suggestions

**24. Reasons for children seeking admission in this school / Hostel ( this may be elaborated in detail)**

25. Composition of Managing Committee to be enclosed as per Form -A

26. Detail of students to be enclosed as per Form-B

27. Whether the employees have the requisite qualification: Yes / No

If not , the details thereof : \_\_\_\_\_

28. Maintenance of records:

**WHETHER THE FOLLOWING RECORDS ARE MAINTAINED:**

(a) Cash Book	<b>Yes / No</b>	<b>Yes / No</b>
(b) Ledger	<b>Yes / No</b>	<b>Yes / No</b>
(c) Students admission register	<b>Yes / No</b>	<b>Yes / No</b>
(d) Attendance register of students and staff:	<b>Yes / No</b>	<b>Yes / No</b>
(e) Stock registers(non-consumable and consumable items):	<b>Yes / No</b>	<b>Yes / No</b>
(f) Records showing details of daily Consumption of food articles (for Hostel and school separately, if the letter provides mid-day-meal):	<b>Yes / No</b>	<b>Yes / No</b>
(g) Register showing issue of medicine to students and dates of visits of Doctors	<b>Yes / No</b>	<b>Yes / No</b>
(h) Register showing issue of uniforms and books and stationery to students	<b>Yes / No</b>	<b>Yes / No</b>
(i) Salary payment register:	<b>Yes / No</b>	<b>Yes / No</b>
(j) Bio-data / personal files of teaching and non-teaching staff:	<b>Yes / No</b>	<b>Yes / No</b>
(k) Year-wise record of Minutes of General Body Meeting	<b>Yes / No</b>	<b>Yes / No</b>

29. (i) Whether adequate bedding material / furniture / Utensils available:	_____
(ii) Whether play-ground / sports equipment are available:	_____
Frequency of physical training / games held:	_____
(iii) Whether any supervision available for doing home work / evening / morning study:	_____
(iv) Whether adequate cooking facility is available:	_____
(vi) Whether quality of food / nutrition support provided is satisfactory:	_____
(vii) What are items served normally:	_____
(viii) Whether adequate medical facility available for children who fall sick.:	_____

30. Comments of the Inspection Team on the functioning of the School / Hostel

31. Specific suggestions by the Inspection Team for the improvement in functioning of the school / Hostel

32. Recommendation of the Inspecting Team on the continued support of the project with specific reference to the relevant years:

Date:

Place:

Signature:

Full Name (In Capital Letters)  
of Inspecting Officer

## PROFORMA FOR INSPECTION OF VOLUNTARY ORGANISATION WORKING FOR SCs AND RECEIVING GRANT IN AID FROM THE MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT

1. Name of Scheme: Scheme Of Assistance To The Voluntary Organizations For Scheduled Castes (Training Programme)

2. Date of Inspection: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(i) Time of commencement of inspection: \_\_\_\_\_

(ii) Time of completion of Inspection: \_\_\_\_\_

3. Composition of the Inspection team:

Team Composition	Name	Designation	Agency represented with Address	Signature
1. Team Leader				
2. Member				
3. Member				
4. Member				

4. Name and Complete Address of the organisation: \_\_\_\_\_

5. Date of Registration of the organization: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

6. Brief Description of the Project

(Mention the nature of the Course being run with duration of each course and hours of daily training)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(a) Title of the Project:	_____
(b) Date of commencement of the Project:	____ / ____ / ____
(c) Year of Commencement of Grant-in-aid from G.O.I for the Project:	_____
(d) Whether the Project is recognised by the state government.:	Yes / No

7. Project Location:

(a) Complete Address of location / location where programme / project / scheme is being implemented.	_____
(b) Distance from the nearest organization running / Operating similar project.	_____
(c) Name and Location of nearest Govt. Institution / NGO providing similar services location of such (nearest) project:	_____

8. Whether building is on RENT or OWNED: RENTED / OWNED

9. If on rent indicate the name and full particulars of owner as well as the rent paid per month.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

10. Is the building space adequate enough to run the project

(a) Indicate the number of rooms their size and usage of each:	Yes / No
--	----------

(b) Whether the fixtures / fitments e.g. electrical fittings are in working order.:	<b>Yes / No</b>
---	-----------------

**11. Whether separate project-wise accounts have been Yes / No maintained for grants sanctioned earlier?: Yes / No**

**12. Whether principle of joint operation of banks No accounts is being followed?: Yes / No**

**13. (a) What are the principal sources of funds of the Organisation**

Name of the Source	Amount
(v) Govt. - Name of the Ministry / Department	
(vi) Non-Govt.	
(vii) Foreign	
(viii) Mobilized from community	

**(b) Comment on the Organisation's capacity for additional resource mobilisation:**

\_\_\_\_\_

**14. Whether the Organization is charging user fee/fees : Yes / No**

**15. If YES then the details indicating:**

(v) the monthly charges:	_____
(vi) annual charges:	_____
(vii) charges structured on income gradation basis (if any):	_____
(viii) Whether the user charges collected are reflected in the accounts of the NGO:	<b>Yes / No</b>

**16. The following checks may be made:**

- (ix) check the entries made on the grants received from the ministry.
- (x) check whether the same has been deposited in their Bank accounts
- (xi) check the Bank passbook entries to corroborate on entries made as at sl.No.(i)
- (xii) check on the pay bill register
- (xiii) enquire with those on payroll on disbursement of pay and amount received.
- (xiv) Whether subsidiary accounts of the government grant is maintained as required by GFR. 150(5)

**17. The Number of Trainees / Beneficiaries**

	SC		OTHER	
	M	F	M	F
(i) Number of beneficiaries as per Project sanction				
(ii) Number found present at the time of Inspection.*				

\* Against serial No. (ii) of table above, if no. of beneficiaries were found to be lesser than that was sanctioned, give reasons thereof:  
(May also cross-check with other trainees on names / number of absentee trainees)

<b>(i) Working Hours of the center, give shift-wise break-up:-</b>		
Shift-I:	Fr:	To
Shift-II:	Fr:	To
Shift-III:	Fr:	To

**18. Information on Process and Procedure of selection of beneficiaries during the year:-**

(a) Whether there is a proper application form for admission to the training:	<b>Yes / No</b>
(b) Number admitted during the relevant year:	_____
(c) Whether Scheduled Caste certificate are obtained:	<b>Yes / No</b>
(d) Mode of selection and broad criterion adopted:	_____
(e) The number of training batches conducted annually:	<b>Yes / No</b>
(f) Age group of beneficiaries	15 yrs - 20 yrs: _____ 20 yrs - 30 yrs: _____ 30 yrs - above: _____

(g) Date of commencement of the Batch of Trainees:	1st Batch: _____ 2nd Batch: _____ 3rd Batch: _____
(h) Medium of Instruction:	_____

19. Total No. of Beneficiaries: \_\_\_\_\_

**Out of the above:-**

(i) Those passed out of the Institution successfully:	_____
(ii) No. of drop outs:	_____

**20. Details of the training equipment given at the center:**

\_\_\_\_\_

( Are these in working condition ?)

**21. Whether Practical Note Books / Work Books are maintained by the Trainees: Yes / No****22. Whether the skills imparted have the potential for gainful self employment or placement?:** \_\_\_\_\_**23. Total No. of Beneficiaries successfully trained and have left the Center during the last three years:** \_\_\_\_\_

Out of the above :-

(i) Those who got employed placements:	_____
(ii) Those who are self-employed:	_____

24. Whether Trainees have been interviewed: **Yes / No**

(If 'Yes' summary of finding be attached as Annexure)

25. Whether Composition of Managing Committee enclosed: **Yes / No**

Date of last election of the Managing Committee: \_\_\_ / \_\_\_ / \_\_\_

26. The Qualification held by the teachers / instructors to be attached as an Annexure

**27. Maintenance of record:**

WHETHER THE FOLLOWING RECORDS ARE MAINTAINED:-

(h) Cash Book :	<b>Yes / No</b>	<b>Yes / No</b>
(i) Ledger :	<b>Yes / No</b>	<b>Yes / No</b>
(j) Register of Assets :	<b>Yes / No</b>	<b>Yes / No</b>
(k) Register for consumable items :	<b>Yes / No</b>	<b>Yes / No</b>

(l) Honorarium Payment Register:	<b>Yes / No</b>	<b>Yes / No</b>
(m) Attendance register for trainees:	<b>Yes / No</b>	<b>Yes / No</b>
(n) Year wise record of minutes of General Body Meeting.:	<b>Yes / No</b>	<b>Yes / No</b>
(h) Whether accounts on the proceeds of the sale of items produced from the raw materials funded by the ministry are maintained (i.e. product of trainees of Craft ,Carpentary, Tailoring, Dari-making Centers etc.):	<b>Yes</b>	<b>No</b>

28. Details of networking arrangements made with other institutions to obtain the benefits of services which it cannot provide internally.

29. Comments of the Inspection Team on the functioning /implementation of the project:

30. Specific suggestions by the Inspection Team for the improvement in conducting the programme etc:

31. Recommendation of the Inspecting Team on the continued support of the project with specific reference to the relevant years:

**Date:**  
**Place:**

**Signature:**  
**Full Name (In Capital Letters)**  
**Designation:**  
**Official Stamp:**

**Secretary / General Secretary**  
**NGO Name**

Name of the Project(s) with detailed address :- Year of first grant from Govt. of India

### Details of Office bearers / Managing Committee of the Organization

- (i) Name of the Organization indicating NGO Headquarters, detailed address & Telephone / Mobile Nos.
- (ii) Details of Bank Accounts and name and personal property details of authorized signatory(s) for operation of such account.
- (iii) FCRA license No and date : NGO's own financial capability in rupees (indicate sources).
- (iv) Registration No. Year and place of first registration Place of present registration
- (v) Has the NGO changed its name ever after receiving the first grant from GOI or from any other Govt. or international funding agency? If so, give details.
- (vi) Has the NGO any of its members / Directors, Persons with crime record or doubtful integrity and persons who have moved out of a blacklisted NGO? if so, details must be provided.

S.No.	Name	Designation	Occupation	Edn. qualification	Source(s) of earning	Category (SC/ST/OBC/General)	Address	Tel. No.
1								
2								

Last meeting of Managing Committee was held on \_\_\_\_\_. The valid term of present managing committee is up to \_\_\_\_\_

The Managing Committee as per bye laws of the Organization was last elected on \_\_\_\_\_

### Scheme of Grant-in-aid to Voluntary Organisations Working for Scheduled Castes

Name of the Project with details address:

#### DETAILS OF STAFF EMPLOYED

- (i) Name of the Organization.
- (ii) Name and address of the project.
- (iii) Year.

S.No.	Name and Address of the staff	Designation	Educational qualification	Category (SC/ST/OBC/General)	Date of Appointment	Honorarium per month	Period for which employed during the last financial year	Anticipated honorarium during 2004-05	Is the employee, a Member/Director of any other NGO ? If so give details
1	2	3	4	5	6	7	8	9	10

Name of the Scheme of Grant-in-aid to Voluntary Organizations Working for Scheduled Castes

#### LIST OF BENEFICIARIES

S.No.	Name of the beneficiary	Father's Mothers Name	Date of Birth	Sex	Edn. Qualification	Address	Date of entry in instn.	Remarks about outcome / results
1								
2								
3								
4								
5								
6								

**BOND**

(N.B. The bond agreement should be affirmed by the obligor in the presence of and under attestation of the Oath Commissioner attached to the Court.)

Know all men by these present that \_\_\_\_\_ registered under the Societies Registration Act, (21) of 1860 and having its office at \_\_\_\_\_ in the State of \_\_\_\_\_ (here-in-after called the Obliger) through its present signatory Shri/Smt./Miss \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_, address \_\_\_\_\_, presently working as \_\_\_\_\_ of the said obliger is held and firmly bound to the President of India (herein after called the Government) for the sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only) with interest there on @ 6% per annum will and truly to paid to the Government on demand without a demur for which payment, the obliger firmly binds itself and its successors including the present president, secretary and treasurer and designed by these present. SIGNED this day of 24th March in the year two thousand.

Whereas on the Obliger's request the Government has as per Union Ministry of Social Justice and Empowerment letter No. \_\_\_\_\_ /-SCD-III dated \_\_\_\_\_ herein after referred to as the letter of sanction which forms integral part of these presents and a copy where of is annexed-'A' agreed to make in favour of the (Obliger a grant of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only) for the purpose of maintenance of Residential School out of which Rs. \_\_\_\_\_/- been paid to the Obliger and the both hereby admit and acknowledge on the condition of the obliger executing a bond in the terms and manner contained herein after which the Obliger was agreed to do.

Now the condition of the above written obligation is such that if the Obliger duly fulfil and comply with all the conditions mentioned in the letter of sanction when the above written bond or obligation shall be void and of an effects out otherwise it shall remain in the full force, effect and virtue.

(a) The decision of the Secretary to the Government of India, Ministry of social Justice and Empowerment or the Administration Head of the Ministry of Department of the Department of the Govt. of India Administratively concerned with the matter on the question whether there has been breach or violation on the part of the Obliger of any of the terms and conditions mentioned in the letter of sanction shall be final and binding of the Obliger.

(b) The Obliger shall in the event of breach of violation of any of terms and conditions mentioned in the letter of sanction refund to the Govt. demand and without demur the entire amount of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only) or such part of thereof as the Government may in its discretion mentioned in the notice of demand alongwith the interest therein at the rate of 6% (six per cent) per annum from the date of receipt of said amount by the Oblilger upto date of refund thereof to the Government. However, in default the amount would be recovered as arrears of land revenue ChaRgeable on the private property of the President and the Secretary of the Voluntary Organization during whose tenure this bond is/was executed.

**\*\*** In case of residential / non-residential school projects under the scheme, necessary document establishing recognition of the school on non-granable basis from the State Government/UTA is required to be attached with this document for every release of grant.

**\*\*** In case of computer training centers, proof of- Recognition/

accreditation of the computer course. is required to be attached with this document for every release of grant.

**\*\*** In case of ITI items, necessary proof of recognition of the course conducted is required to be attached with this document for every release of grant.

**\*\*** In case of Shorthand & Stenography courses, necessary proof of recognition of the course conducted is required to be attached with this document for every release of grant.

(c) The Government agree to bear the stamp duty, if any, chargeable on these documents.

(d) The NGO will be duty bound to detailing of targets to be realized, responsibilities to be discharged, milestones to be achieved, documentation to be maintained, reports to be submitted, etc. A separate statement highlighting these specific aspects needs to be attached and that should form an integral part of this bond.

In witness thereof these presents have been executed on behalf of the Obliger that day and year there in above written and executed for and on behalf of the President of India ,Shri/Smt/Kum

(Designation),

(Ministry of Social Justice and Empowerment) and on the day and year appearing against the signature, signed for and on behalf of the obliger.

The Obliger:  
Signature and name in Block letters  
Designation and Office seal of the Organization / Institution.

**\*\*** Strike out if not applicable.

Property details:

1. In the name of the voluntary organization	<b>Movable / Immovable</b>
2. In the name of the President	<b>Movable / Immovable</b>
3. In the name of the Secretary	<b>Movable / Immovable</b>
4. In the name of the Treasurer	<b>Movable / Immovable</b>

(Proof to be attached for each case)

**SURETIES:** In the event of failing to comply with the conditions or committing breach of the bond, the sureties, individually and jointly will be liable to refund to the President of India, the entire amount of the grant with interest at 6% per annum thereon on the sum specified under the bond.

SURETY NO.1	NAME & ADDRESS IN FULL Signature

Surety No.2	Name & address in full Signature
In the presence of Witness:	(1) Name & address in full Signature
	(2) Name & address in full Signature

**Bond accepted for and on behalf of**

The President of India.  
Under Secretary to the Government of India  
Name & address of the Bond Accepting Authority

**RESIDENTIAL SCHOOL (FOR 100 STUDENTS)****AMOUNT IN RUPEES**

	<b>For Class I Cities / Capital Cities</b>	<b>For Other Areas</b>
<b>A. NON RECURRING ITEMS:</b>		
1. Cooking vessels and utensils	15,000 per 5 years	15,000 per 5 years
2. Furniture for students	80,000 (per five years)	50,000 (per five years)
3. Bedding materials (for 5 years)	per 5 years 600 p.s	per 5 years 600 p.s
4. Lab equipment for secondary school	50,000	50,000

	<b>For Class I Cities / Capital Cities</b>	<b>For Other Areas</b>
<b>B. RECURRING ITEMS:</b>		
1. Honorarium (per month)		
a. Headmaster / Headmistress		
Primary School	3,500	4,000
Secondary School	3500	4,000
b. Warden - I	3,000	3,000
c. Teacher primary-4	2,500 each	2,500 each
Secondary-6	3,000 each	3,000 each
d. Peon-1	1,200	1,200
e. Cooks -2	1500 each	1500 each
f. Watchman-1	1,200	1,200
g. Sweeper-1	1,200	1,200
h. Office Assistant cum Typist	1,800	1,800
i. Part Time Doctor-1	1,000	1,000
j. Helper to Cook -1	1,000	1,000
k. Aya-1	1,200	1,200
l. For Music Training (Wherever already in existence) Music Teacher-1	2,500	2,500
m. For Physical Training physical Trg. Instructor-1	2,500	2,500

2. Rent for building (per month)		
Primary	4000	4000
Secondary	6,00	6,00
3. Diet Charges (per student p.m)		
Primary	5,00	5,00
Secondary	6,00	6,00
4. Uniforms - 4 sets per student	1,000	1,000
5. Medicines (per annum)	6,000	6,000
6. Washing charges (per annum per student)	150	150

7. Books and Stationery (Per student annum)		
primary	300	300
secondary	500	500
8. Games and Sports material (per annum)		
	5,000	5,000
9. Excursion (per annum)		
	10,000	10,000
10. Conveyance and TA for staff (per annum)		
	5,000	5,000
11. Water and electricity charges (per annum)		
	6,000	6,000
12. Contingencies (per annum)		
	10,000	10,000
13. Cooking charges (per annum)		
	15,000	15,000
14. Audit fee (pre annum)		
	3,000	3,000

## C. ADDITIONAL PROVISION FOR COMPUTER TRAINING OF STUDENTS IN THE SCHOOL

1. Non Recurring items	As per norms for computer centre (for 30 trainees)
2. Recurring items	
a. Honorarium to Instructor - 1(p.m.)	4,000
b. Honorarium to Lab Assistant - (p.m.)	2,500
c. Stationery including ribbon , paper, floppies etc (p.m.)	1,000
d Additional Rent for computer centre (p.m.)	1,000
e. Maintenance of Computer system	10% of hardware cost 2 <sup>nd</sup> year onwards

## NON RESIDENTAL SCHOOL (FOR 100 STUDENTS)

## AMOUNT IN RUPEES

	For Class I Cities / Capital Cities	For Other Areas
A. NON RECURRING ITEMS		
1. Cooking vessels and utensils	10,000 (per five years)	10,000 (per five years)
2. Furniture for students	50,000 (per five years)	50,000 (per five years)
3. Lab equipment for secondary school	50,000	50,000
B. RECURRING ITEMS:		
1. Honorarium (per month)		
a. Headmaster / Headmistress-1		
primary School	3500	3500
Secondary School	4,000	4,000
b. Teacher		
Primary - 4	2,500 each	2,500 each
Secondary - 6	3,000 each	3,000 each
c. peon - 1	1,200	1,200
d. Part Time Cook-1	800	800
e. Sweeper cum Watchman-1	1,200	1,200
f. Office Assistant cum Typist -1	1,800	1,800
g. Part Time Doctor - 1	1,000	1,000
h. For Music Training (wherever already in existence Music Teacher-1)	2,500	2,500
i. For Physical Training Physical trag. Instructor-1	2,500	2,500
2. Rent for building (per month)		
Primary	4,000	4,000
Secondary	4,000	4,000

3. Uniform - 4 sets (Per student per year)	1,000	1,000
4. Mid day meal (per student working day)	5	5
5. Medicines (per annum)	4,000	4,000
6. Books and stationery (per student per annum)		
Primary	300	300
Secondary	500	500
7. Games and Sports material (per annum)	3,000	3,000
8. Excursion (per annum)	10,000	10,000
9. Conveyance and TA for per staff (per annum)	3,000	3,000
10. Water and electricity charges (per annum)	5,000	5,000
11. Contingencies (per annum)	5,000	5,000
12. Cooking charges (per annum)	3,000	3,000

**AMOUNT IN RUPEES**

	For Class I Cities / Capital Cities	For Other Areas
13. Audit fee (per annum)	3,000	3,000

## C. Additional provision for computer training Of students in the school

1. Non Recurring items	As per norms for computer centre for 30 trainees
2. Recurring items	
A. Honorarium to Instructor-1 (p.m.)	4,000
B. Honorarium to Lab - 1 (p.m.)	2,500
C. Stationery including ribbon, paper, Floppies etc.(p.m.)	1,000
D. Additional Rent for computer centre (p.m.)	1,000
E. Maintenance of Computer System	10% of hardware cost 2 <sup>nd</sup> year onwards

**Hostel (100 students)****AMOUNT IN RUPEES**

	For Class I Cities / Capital Cities	For other Areas
<b>A. Non Recurring Items</b>		
1. Cooking vessels and utensils	20000 (per 5 years)	20000 (per 5 years)
2. Furniture including cots for students	50000 (per 5 years)	50000 (per 5 years)
3. Bedding materials (per student per year)	600 (per 5 years)	600 (per 5 years)
<b>B. Recurring Items (per month)</b>		
1. Honorarium		
A. Warden 1	3000/- p.m.	3000/- p.m.
B. Part time Teachers - 2	800/- p.m. each.	800/- p.m. each.
C. Peon cum Sweeper - 1	1200/- p.m	1200/- p.m
D. Aya 1	1200/- p.m.	1200/- p.m.
E. Watchman 1	1800/- p.m.	1800/- p.m.
F. Office Assistant cum Typist - 1	1800/- p.m.	1800/- p.m.
G. Part Time Doctor - 1	1000/- p.m.	1000/- p.m.

**AMOUNT IN RUPEES**

	For Class I Cities / Capital Cities	For other Areas
<b>B. Recurring Items (per month)</b>		
H. Cooks 2.	1500/- p.m.each	1500/- p.m.each
1. Helper to Cook - 1	1000/- p.m.	1000/- p.m.

2. Rent of building	4000/- p.m.	4000/- p.m.
3. Diet charges (per student per months) Primary Secondary	500/- p.m.p.s. 600/-p.m.p.s.	500/- p.m.p.s. 600/- p.m.p.s.
4. Medicines	6000/- p.a.	6000/- p.a.
5. Games and Sports material	5000/- p.a	5000/- p.a
6. Excursion	5000/- p.a	5000/- p.a
7. Conveyance & TA	5000/- p.a	5000/- p.a
8. Water & Elec. charges	4000/- p.a.	4000/- p.a.
9. Contingencies	5000/- p.a.	5000/- p.a
10. Cooking charges	15000/- p.a.	15000/- p.a.
11. Uniform - 4 sets (per student per year)	1000/- p.a	1000/- p.a
12. Books and Stationery Primary Secondary	400/- p.a. 500/- p.a	400/- p.a. 500/- p.a
13. Audit fee (per annum)	3000/- p.a	3000/- p.a

<b>MOBILE DISPENSARY</b>	<b>Plain Area / Hill Area</b>
<b>A. Non Recurring Items</b>	<b>Amount in Rs.</b>
1. Mobile Van	380000
2. Furniture	10000
3. Medical Equipment	125000
<b>B. Recurring Items (per month)</b>	
1. Honorarium	
A. Doctors - 1	10,000/-p.m.
B. Compounder - 1	3000/- p.m.
C. Driver of the van - 1	18,00/- p.m.
D. Office Assistant / Typist-1	1800/- p.m.
E. Helper / Cleaner for Van-1	1200/- p.m.
2. Fuel charge (i) Plain Area (ii) Hill Area	4000/-p.m. 5000/- p.m.
3. Medicines / Drugs.	60,000/- p.a.
4. Maintenance and repairs of Vehicle	20,000/- p.a.
5. Contingencies	3000/- p.a.
6. Advertisement / Publicity	2,500/- p.a.
7. Audit fee (per annum)	3000/- p.a.

**DISPENSARY / TEN BEDDED HOSPITAL****Amount in Rupees**

<b>A. Non Recurring Items</b>	
1. Equipment and other accessories	300000
2. Furniture (for five years)	20000
3. Ambulance	As per Authorized Dealers rate
<b>B. Recurring Items (per month)</b>	
1. Honorarium	
a. Doctors-in-charge-2 (full time)	10000 each
b. Compounder / dresser-2	3000/- p.m. each
c. Nurse-2	3000/- p.m. each

d. Ward Boy / Watchman-1	1200/- p.m.
e. Office Superintendent-1	2200/- p.m.
f. Cook-1	1500/- p.m.
g. Clerk cum Accountant-1	1800/- p.m.
h. Driver-1	1800/- p.m.
j. Helper-1 .	1000/- p.m.
Rent for building	10000/- p.m.
2. Drugs for indoor out door patients	1,20,000/- p.a. 80000/- p.a
3. Electricity & Water Charges	3000/- p.a.
4. Conveyance and TA for staff	7,500/- p.a.
5. Diet Charges for 10 Patients	40/- per day per patient
6. Contingencies	3000/- p.a.
7. Publicity	2500/- p.a.
8. Office Expenses	15000/- p.a.
9. Cooking charges.	15,000/- p.a.
10. POL	1,500/- p.a.
11. Audit fee (p.a.)	3000/- p.a.

**CENTRE FOR TRAINING ON COMPUTERS**

No. of beneficiaries: 30

Duration: 6 months

**AMOUNT IN RUPEES**

<b>I. NON RECURRING</b>	
1. Computer Hardware (As per Annexure-1)	243000
2. Software Cost	30000
3. Installation Cost (site preparation, UPS, AC, Stabilizer Electrical Fittings)	35000

**AMOUNT IN RUPEES**

<b>I. NON RECURRING</b>	
4. Furniture	10000
<b>II. Recurring (Honorarium)</b>	
1. Instructor cum Systems Manager-1	6000/- p.m.
2. Assistant Instructor Cum Junior Programmer-I	3000/- p.m.
<b>III. Recurring (Other than Honorarium) (per year)</b>	
1. Library, Stationery, Floppy	5000
2. Miscellaneous Charges	5000
3. Maintenance of Hardware from 2nd year of the purchase@10%	24300
4. Rent for Building	25000
5. Audit Fee	3000
6. Stipend@Rs. 150 for 30	27000

**NOTE:**

1. The requirement of Computer Hardware and Software would be subject to revision as per prevailing rate.
2. The Syllabus be covered in one year for 30 students is given at Annexure-II
3. The Computer Hardware are to be purchased from Authorized National level Computer Vendors of the likes of HCL, Wipro etc.
4. Guidelines for computer training centre as per Annexure-III

## Hardware for Computer training Programme

1. Comptuer Systems	Quantity
Specification (Minimum) Intel Celeron 450 Mhz with 801 Chipsets.	4
64 MB RAM	
4.3 GB Hard Disk	
1.44 MB Floppy Drive	
48 x CD ROM Drive	
14" Colour Monitor	
100 MBPS LAN CARD	
PS2 Key Board	
PS2 Mouse	
Mouse Pad	
Window 98 Preloaded with media	
2. Printers	
(i) Laser jet 4 ppm	1
(ii) Dot Matrix Printer	3

As per accredited / recognized syllabus for DOEACC, O level & A level for University Diploma or PG Diploma.

**Craft Training Centre for 50 trainees**

A	Non - Recurring Items	Amount Rupees
1.	Sewing Machines - 10 (i) with pedlas (ii) With pedals	2500 each 1400 each
2.	Embroidery machines - 2	7,500 each
3.	Furniture and Fixtures	20,000
4.	Scissors and T Scales - 25 sets	150 per set
5.	Black Board - 1	1,000
6.	Books / Magazines / Periodicals	2,000
7.	Knitting Machines - 5	5,000 each
8.	Knitting tables - 5	1,200 each
9.	Additional furniture for knitting trade	1,600
10.	Lock and Torch	NIL
<b>B.</b>	<b>Recurring Items (per month)</b>	
1.	Honorarium (per months)	
A.	Instructors - 2 @	3000/- p.m. each
B.	Knitting Instructor - 1	3000/- p.m. each
C.	Clerk cum Accountant - 1	1800/- p.m.
D.	Chowkidar - 1	1200/- p.m.
E.	Peon cum Sweeper - 1	1200/- p.m.
2.	Rent for building Class I Cities / Capital Cities Other Areas	3000/- p.m. 2500/- p.m.
3.	Stipend	100/- p.m.p.trn.
4.	Training Material Embroider	150/- p.m 200/- p.m.

5.	Contingencies	10000/- p.a.
6.	Maintenance / Repairs	40/- p.m.p. machine
7.	Audit fee	3000/- p.a.
If the NGO is having its own building maintenance allowance upto 10% of the admissible rent, Training materials+ Contingency will be calculated as Rs. 200 per month per trainee.		

**Type and Shorthand Centre (FOR 40 TRAINEES)**

<b>A.</b>	<b>Non Recurring Items</b>	<b>Amount in Rupees</b>
1.	Honorarium (per month)	
2.	Typewriter - 5	7000/- each
3.	Furniture	25000/-
4.	Lock and Torch - 1	Nil
3.	Black Board - 1	1,000/- each
6.	Steel Almirah - 1	Rs.3,000/- p.m.
<b>B.</b>	<b>Recurring Items (Per month)</b>	
1.	Honorarium	
A.	Typing Instructor - 1	3000/- p.m.
B.	Shorthand Instructor - 1	3000/- p.m.
C.	Accountant cum Clerk - 1	1800/- p.m.
D.	Chowkidar - 1	1200/- p.m.
E.	Peon cum Sweeper - 1	1200/- p.m.
2.	Building Rent	3,000/- p.m.
3.	Electricity and Water charges	300/- p.m.
4.	Stipend	100/- p.m.p.trn
5.	Stationery & Educational Material	2000/- p.m.
6.	Maintenance of Machines	1,000/- p.a.
7.	Contingencies	5000/- p.a.
8.	Audit Fee	3000/- p.a.

	<b>TV, VCR &amp; RADIO REPAIR TRAINING(40 TRAINEES)</b>	<b>AMOUNT IN RUPEES</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Portable type Black & White TV - 2	3000 each
2.	Colour TV - 1	14,000
3.	VCR - 1	15,000
4.	Radio - 2 (1 Radio and 1 Transistor)	600 each
5.	Tape Recorder - 1	1,400
6.	Tools and Equipment	10,000
7.	Furniture and Fixtures	10,000
8.	Books on the subject	10,000
9.	Black Board - 2	1,000 each
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
A.	Instructor - 1	3,000
B.	Clerk cum Accountant - 1	1,800
C.	Peon cum sweeper - 1	1,200
D.	Watchman (night) - 1	1,200
2.	Rent for building (per month)	2,000

3.	Stipend (per month per student)	100
----	---------------------------------	-----

<b>TV, VCR &amp; RADIO REPAIR TRAINING(40 TRAINEES)</b>		<b>AMOUNT IN RUPEES</b>
4.	Contingencies (per annum)	7,000
5.	Audit fee (per annum)	3,000
6.	Training material	100 p.s. p.m.

<b>BALWADI / CRECHE CENTRE (25 CHILDREN)</b>		<b>Plain Areas</b>	<b>Hill Areas</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	AMOUNT IN RS.	AMOUNT IN RS.
1.	Furniture	5,000	5,000
<b>B.</b>	<b>RECURRING ITEMS</b>		
1.	Honorarium (per month)		
A.	Bal Sevika - 1	1,500	1,500
B.	Helper - 1	1,000	1,000
C.	Coordinator / Supervisor Accountant - 1	1,800	1,800
D.	Part time Doctor - 1	1,000	1,000
2.	Medicines (per month)	400	400
3.	Mid Day meal (per working day per child for 25 days)	5	5
4.	Rent for building (per month)	600	600
5.	Water and Electricity charges (per annum)	2,000	2,000
6.	Contingencies (per annum)	1,000	1,000
7.	Audit fee	3,000	3,000

<b>PRINTING, COMPOSING AND BOOK BINDING (60 TRAINEES)</b>		<b>AMOUNT IN RUPEES</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Paper Printing Machine	50,000
2.	Paper Cutting Machine	25,000
3.	Stitching Machine	6,000
4.	Perorating Machine	2,000
5.	Dab Press	2,500
6.	Proof Press	1,000
7.	Imposing Stone	2,000
8.	Spacing & Other Materials of non-recurring nature	20,000
9.	Furniture and Fixture (for 5 years)	12,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 2	3,000 each
b.	Clerk cum Accountant - 1	1,800
c.	Peon cum Sweeper - 1	1,200
d.	Watchman (night) - 1	1,200
2.	Rent for building (per month) if the NGO is having its own building maintenance charges 10% of the admissible rent.	2,500

<b>PRINTING, COMPOSING AND BOOK BINDING (60 TRAINEES)</b>		<b>AMOUNT IN RUPEES</b>
3.	Training Material (per annum)	10,000
4.	Contingencies (per annum)	5,000
5.	Stipend (per student per month)	100
6.	Audit fee (per annum)	3,000

**NOTE: In case of offset printing, grant for only recurring items listed above will be given.**

## (AMOUNT IN RS.)

	<b>LIBRARY</b>	<b>Plain Area</b>	<b>Hill Area</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>		
1.	Furniture (for 5 years)	80,000	80,000
<b>B.</b>	<b>RECURRING ITEMS (PER MONTH)</b>		
1.	Honorarium (per month)		
a.	Librarian - 1	2,000	2,000
b.	Peon cum Attendant - 1	1,200	1,200
c.	Accountant cum Typist - 1	1,800	1,800
2.	Rent for building (per month)	3,000	3,000
3.	Water and Electricity charges (per annum)	3,000	3,000
4.	Newspaper / magazines (per month)	700	700
5.	Library maintenance and Contingency (per annum)	2,500	2,500
6.	Audit Fee	3,000	3,000
7.	Books (per annum)	5,000	5,000

	<b>CARPENTRY (40 TRAINEES)</b>	
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Tools & Equipment / machinery	25,000
2.	Furniture and Fixtures (for 5 years)	5,000
3.	Black Board - 1	1,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 1	2,500
b.	Clerk cum Accountant - 1	1,800
c.	Sweeper cum Watchman - 1	1,200
2.	Stipend to trainees (per month per trainee)	100
3.	Training material (per month per trainee)	500
4.	Rent for building (per month)*	2,000
5.	Contingencies (per annum)	4,000
6.	Audit Fee (per annum)	3,000

\* (In case of own building maintenance cost 10% of the admissible rent)

	<b>COMMERCIAL ARTS &amp; PAINTING (50 TRAINEES)</b>	
<b>A.</b>	<b>NON RECURRING ITEMS</b>	<b>AMOUNT IN RS.</b>
1.	Wooden frame with tin Plate of different size - 50	450 each (for 5 years)
2.	Drawing tables / Boards / Stands and Black Board	15,000 (for 5 years)
3.	Other furniture and Fixtures	15,000 (for 5 years )
4.	Water drums, mugs, glass etc.	1,000
5.	Brush, Tuli, Water pot, colour pot, Saw, Blade, matul,etc.	8,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Supervisor / Programme Coordinator - 1	3,000
b.	Instructor - 1	3,000
c.	Clerk cum Accountant - 1	1,800
d.	Peon cum Sweeper - 1	1,200

e.	Watchman (night) - 1	1,200
2.	Stipend (per student per month)	100
3.	Rent for building (per month)*	2,000
4.	Training material (per trainee per month)	200
5.	Contingencies (per annum)	5,000
6.	Audit Fee (per annum)	3,000

\* (If the NGO is having its own building maintenance cost 10% of the admissible rent)

<b>COCONUT COIR MAKING AND AGARBATTI MAKING TRAINING PROGRAMME (60 TRAINEES) (30 IN EACH TRADE)</b>		
<b>A.</b>	<b>NON RECURRING ITEMS</b>	<b>AMOUNT IN RS.</b>
1.	Coir fibre spinning charkha 15 kg. Capacity 3 sets	2,000 per set
2.	Matloom with Accessories - 1	19,000
3.	Doormat frames - 1	1,700 each
4.	Dutchmat frame - 1	9,000
5.	Pressing device heavy type - 1	12,000
6.	Meshmat frames - 6	500 each
7.	Brushmat frames - 3	500 each
8.	Sinnetmat table - 1	600
9.	Needle, cutting Plier, Wrentch, Hammer and other accessories	3,000

<b>COCONUT COIR MAKING AND AGARBATTI MAKING TRAINING PROGRAMME (60 TRAINEES) (30 IN EACH TRADE)</b>		
10.	Brass container for dying	3,000
11.	Furniture and Fixtures	10,000 (for 5 years)
12.	Wooden desks, planks, spoons, measuring glasses, stove, aluminium vessels, thalis other furniture's for agarbatti making	20,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 2	3,000 each
b.	Clerk cum Accountant - 1	1,800
c.	Peon cum Sweeper - 1	1,200
d.	Watchman - 1	1,200
2.	Training material for coir craft*	1,500 p.m.
3.	Training material for Agarbattimaking*	1,500 p.m.
4.	Packing material for Agarbatti	150 p.m.
5.	Stipend	100 p. tr. p.m.
6.	Rent for building	2,000 p.m.
7.	Contingencies	6,000 p.a.
8.	Audit fee	3,000 p.a.

\* Sale proceeds of previous years to be taken into account while calculating admissible grant.

<b>SCOOTER / MOTOR CYCLE / AUTO RICKSHAW REPAIR TRAINING (50 TRAINEES)</b>		
<b>A.</b>	<b>NON RECURRING ITEMS</b>	<b>AMOUNT IN RS.</b>
1.	Scooter 2nd hand - 1	10,000
2.	Motorcycle 2nd hand - 1	20,000
3.	Auto rickshaw 2nd hand - 1	40,000
4.	Tools and spares	25,000
5.	Furniture and Fixtures (for 5 years)	7,500

<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 1	3,000
b.	Clerk cum Accountant - 1	1,800
c.	Peon cum Sweeper - 1	1,200
d.	Watchman - 1	1,200
2.	Rent for building (per month)	2,000
3.	Training material (per month)	1,500
4.	Contingencies (per annum)	5,000
5.	Stipend (per trainee per month)	100
6.	Audit fee (per annum)	3,000

<b>TRAINING IN SPRARY PRINTING AND DENTING (30 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Spray gun machine - 1	15,000
2.	Painting Column No.1 to 10 (10 sets)	250 per set
3.	Brushes 5 to 1 (10 sets)	250 per set
4.	Gas Cylinder and Carbide Tank	4,000
5.	Sereveus Cylinder with air compressor	5,500
6.	Oxygen gun with BBP Pipe	2,000
7.	Drill machine	5,500
8.	Sheet cutter	2,000
9.	Tools for denting	6,000
10.	Furniture (for 5 years)	5,000
11.	Body cooler	1,500
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 1	3,000 each
b.	Clerk cum Accountant - 1	1,800
c.	Peon cum Sweeper - 1	1,200
2.	Rent for building (per month)	1,500
3.	Stipend	100 p tr. p.m.
4.	Training material*	200 p.tr. p.m.
5.	Contingencies	3,000 p.a.
6.	Audit fee	3,000 p.a.

\* Sale proceeds of previous years to be taken into account while calculating admissible grant.

<b>MOTOR WINDING &amp; FITTING TRAINING (25 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1	Stabilizers including voltage stabilizer, fans elec. Motors (old)	50,000
2.	Tools kit	10,000
3.	Electric wires etc.	15,000
4.	Furniture (for 5 years)	4,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 1	3,000
b.	Clerk cum Accountant - 1	500

c.	Peon cum Sweeper - 1	1,200
2.	Rent for building (per month)	1,000
3.	Stipend	100 p tr. p.m.

<b>MOTOR WINDING &amp; FITTING TRAINING (25 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>B.</b>	<b>RECURRING ITEMS</b>	
4.	Training material*	200 p. tr. p.m.
5.	Contingencies	2,500 p.a.
6.	Audit fee	3,000 p.a.

<b>TRAINING IN WEILDING AND FITTER TRADES (40 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Machinery , tools and accessories for wiewding and fitter trade	80,000
2.	Furniture and fixture (for 5 years)	20,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 3	3,000 each
b.	Clerk cum Accountant - 1 (part time)	500
c.	Peon cum Sweeper - 1	1,200
2.	Rent for building (per month)	1,500
3.	Stipend	100 p tr. p.m.
4.	Training material*	3000 p.m.
5.	Contingencies	4,000 p.a.
6.	Audit fee	3,000 p.a.

\* Sale proceeds of the previous year to be taken into account while calculating admissible grant

<b>TRAINING IN BLOCK PRINTING (25 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Tools kit	5,000
2.	Furniture (for 5 years)	2,000
3.	Dari - 2	1,000
4.	Ahar, plastic, key dibbey, kharal and tal	2,500
5.	Lohi	3,000
6.	Wooden patia	7,000
7.	Block	7,000
8.	Dathey	7,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 1	3,000
b.	Clerk cum Accountant - 1	1,800
c.	Peon cum Sweeper - 1	1,200
2.	Rent for building (per month)	1,500
3.	Stipend	100 p tr. p.m.
4.	Training material*	1500 p.m.
5.	Contingencies	3,000 p.a.
6.	Audit fee	3,000 p.a.

\* Sale proceeds of the previous year to be taken into account while calculating admissible grant

<b>FOOD PRESERVATION TRAINING (25 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Machinery and equipments	25,000
2.	Furniture (for 5 years)	4,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 1	3,000
b.	Clerk cum Accountant - 1 (part time)	500
c.	Peon cum Sweeper - 1	1,200
2.	Rent for building (per month)	1,500
3.	Stipend	100 p tr. p.m.
4.	Training material*	1,5000 p.m.
5.	Contingencies	2,000 p.a.
6.	Audit fee	3,000 p.a.

\* Sale proceeds of the previous year to be taken into account while calculating admissible grant

<b>DARI MAKING TRAINING (50 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Machinery and equipments	30,000
2.	Furniture and fixture (for 5 years)	10,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor	3,000
b.	Clerk cum Accountant - 1	1,800
c.	Peon cum Sweeper-1	1,200
2.	Rent for building (per month)	2,000
3.	Stipend	100 p tr. p.m.
4.	Training material*	100 p.tr. p.m.
5.	Contingencies	4,000 p.a.
6.	Audit fee	3,000 p.a.

\* Sale proceeds of the previous year to be taken into account while calculating admissible grant

<b>LEATHER ART (25 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Leather sewing machine - 2 (per set)	10,000
2.	Furniture (for 5 years)	5,000
3.	Tools & equipments	5,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 1	2,000
b.	Clerk cum Accountant - 1 (part time)	500
c.	Peon cum Sweeper - 1	1,200
2.	Rent for building (per month)	1,500
3.	Stipend	100 p tr. p.m.
4.	Training material*	2000 p.m.
5.	Contingencies	3,000 p.a.
6.	Audit fee	3,000 p.a.

\* Sale proceeds of the previous year to be taken into account while calculating admissible grant

<b>GEM CUTTING TRAINING (40 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Machine - 10	18,000 each
2.	Furniture (for 5 years)	5,000

<b>GEM CUTTING TRAINING (40 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 1	3,000
b.	Clerk cum Accountant - 1 (part time)	500
c.	Peon cum Sweeper - 1	1,200
2.	Rent for building(per month)	1,500
3.	Stipend	100 p tr. p.m.
4.	Training material*	2000 p.m.
5.	Contingencies	3,000 p.a.
6.	Audit fee	3,000 p.a.

\* Sale proceeds of the previous year to be taken into account while calculating admissible grant

<b>TRAINING IN STEEL FURNITURE MAKING (30 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Folding press for almirah making	20,000
2.	Berma dye set, hammer, folding and other tools	25,000
3.	Furniture (for 5 years)	2,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 1	3,000
b.	Clerk cum Accountant - 1	1,800
c.	Peon cum Sweeper - 1	1,200
2.	Rent for building (per month)	1,500
3.	Stipend	100 p tr. p.m.
4.	Training material*	200 p.tr. p.m.
5.	Contingencies	3,000 p.a.
6.	Audit fee	3,000 p.a.

\* Sale proceeds of the previous year to be taken into account while calculating admissible grant

<b>TRAINING IN RURAL ENGINEERING (30 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Machine and equipment	50,000
2.	Tools and other accessories	10,000
3.	Furniture (for 5 years)	2,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 1	3,000
b.	Clerk cum Accountant - 1 (part time)	500
c.	Peon cum Sweeper - 1	1,200
2.	Rent for building (per month)	1,500
3.	Stipend	100 p tr. p.m.

4.	Training material*	200 p.tr. p.m.
5.	Contingencies	4,000 p.a.
6.	Audit fee	3,000 p.a.

\* Sale proceeds of the previous year to be taken into account while calculating admissible grant

<b>DEISEL PUMP SET REPAIR TRAINING (25 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Deisel pump set 8 HP - 1	10,000
2.	Tool kits, spare parts etc.	5,000
3.	Furniture (for 5 years)	2,500
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 1	3,000
b.	Clerk cum Accountant - 1 (part time)	500
c.	Peon cum Sweeper - 1	1,200
2.	Rent for building (per month)	1,500
3.	Stipend	100 p tr. p.m.
4.	Training material*	1,000 p.m.
5.	Audit fee	3,000 p.a.

\* Sale proceeds of the previous year to be taken into account while calculating admissible grant

<b>WATCH REPAIRING TRAINING (30 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Equipments and instruments & tools	5,000
2.	Furniture (for 5 years)	3,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 1	3,000
b.	Clerk cum Accountant - 1 (part time)	500
c.	Peon cum Sweeper - 1	1,200
2.	Stipend	100 p tr. p.m.
3.	Training material*	50 p. tr. p.m.
4.	Contingencies	3,000 p.a.
5.	Audit fee	3,000 p.a.

\* Sale proceeds of the previous year to be taken into account while calculating admissible grant

<b>SPINNING AND WEAVING TRAINING (30 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Machine - 6	5,000 each
2.	Furniture (for 5 years)	2,000
3.	Tools and equipment	5,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 1	3,000
b.	Clerk cum Accountant - 1	1,800
c.	Peon cum Sweeper - 1	1,200
2.	Rent for building(per month)	1,500

3.	Stipend	100 p tr. p.m.
4.	Raw material	1,500 p.m.
5.	Contingencies	4,000 p.a.
6.	Audit fee	3,000 p.a.

\* Sale proceeds of the previous year to be taken into account while calculating admissible grant

<b>ELECTRICIAN TRAINING (30 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Tools and equipments	10,000
2.	Furniture and fixture (for 5 years)	2,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 1	3,000
b.	Clerk cum Accountant - 1 (part time)	500
c.	Peon cum Sweeper - 1	1,200
2.	Rent for building (per month)	1,500
3.	Stipend	100 p tr. p.m.
4.	Training material*	1,500 p.m.
5.	Contingencies	3,000 p.a.
6.	Audit fee	3,000 p.a.

\* Sale proceeds of the previous year to be taken into account while calculating admissible grant

<b>TIE AND DIE TRAINING (30 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Tools and equipments	7,500
2.	Furniture and fixture (for 5 years)	2,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 1	3,000
b.	Clerk cum Accountant - 1 (part time)	500
c.	Peon cum Sweeper - 1	1,200
2.	Rent for building (per month)	1,500
3.	Stipend	100 p tr. p.m.
4.	Training material*	100 p.tr. p.m.
5.	Contingencies	3,000 p.a.
6.	Audit fee	3,000 p.a.

\* Sale proceeds of the previous year to be taken into account while calculating admissible grant

<b>AUTO DRIVING TRAINING (30 TRAINEES)</b>		<b>AMOUNT IN RS.</b>
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Auto Rickshaw - second hand (2)	40,000 each
2.	Furniture (for 5 years)	2,000
3.	Tools and equipments	10,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 1	3,000
b.	Clerk cum Accountant - 1	1,800 p.m.
c.	Peon cum Sweeper - 1	1,200

d.	Watchman - 1	1,200
2.	Rent for building(per month)	2,000
3.	Stipend	100 p tr. p.m.
4.	Training material*	1,500 p.m.
5.	Contingencies	5,000 p.a.
6.	Audit fee	3,000 p.a.

\* Sale proceeds of the previous year to be taken into account while calculating admissible grant

PLUMBING TRAINING (40 TRAINEES)		AMOUNT IN RS.
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
1.	Tools and equipments	15,000
2.	Furniture and fixture (for 5 years)	5,000
3.	Blackboard - 1	1,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium (per month)	
a.	Instructor - 1	3,000
b.	Clerk cum Accountant - 1 (part time)	500
c.	Peon cum Sweeper - 1	1,200
2.	Rent for building(per month)	2,000
3.	Stipend	100 p tr. p.m.
4.	Training material*	200 p. tr. p.m.
5.	Contingencies	3,000 p.a.
6.	Audit fee	3,000 p.a.

\* Sale proceeds of the previous year to be taken into account while calculating admissible grant

PROJECT FOR CONTROL OF BLINDNESS AMONG SCs		AMOUNT IN RS.
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
	<b>Outpatient Department equipment</b>	
1.	Slit lamp	20,000
2.	Kerato meter - 1	10,000
3.	Train set lens box (ordinary) - 4	2,000 each
4.	Train set lens box (good) - 2	5,000 each
5.	Contact Lens trail set Hard - 2 Soft - 2	3,000 per set 3,000 per set
6.	Ophthalmic scope - 2	5,000 each
7.	Streak relinoscope - 2	7,000 per item

PROJECT FOR CONTROL OF BLINDNESS AMONG SCs		AMOUNT IN RS.
<b>A.</b>	<b>NON RECURRING ITEMS</b>	
8.	Examination tool - 2	7,000 per item
9.	DV Drums - 4	750 per item
10.	Poise lamp C Stand - 2	500 per item
11.	Office Table (Big and small) - 2	1,400 per piece
12.	Chairs - 20	150 each
13.	Indirect ophthalmoscope - 1	9,000
<b>B.</b>	<b>Ward, Laboratory and Office</b>	
1.	Hospital cots - 10	800 per cot

2.	Beds (cotton) 10	250 per bed
	Ward Trolley - 4	450 per trolley
4.	Dressing bins - 12	250 per piece
5.	Type Writer - 1	6,000
6.	Duplicating machine - 1	7,000
7.	Sewing machine - 1	1,500
8.	Clinical Microscope - 1	6,000
9.	Refrigerator - 1	7,000
10.	Personal Computer with printer - 1	60,000
11.	Office Tables - 4	1,500 each
12.	Chairs - 12	250 each
13.	Almirahs - 4	5,000 each
14.	Recks - 5	1,000 each
15.	Linen Aprons, Gowns, Table towels, eye towels, table cloths, curtain cloths, bed sheets	10,000
16.	Generator - 1	15,000
C.	Vehicles - 16 seater	As per authorized dealers rate
D.	Kitchen Cooking Gas Installation Cooking utensils, plates and glasses	10,000 5,000
<b>E.</b>	<b>Operation Theatre equipment</b>	
1.	Boyle's Apparatus - 1	80,000
2.	Cryo unit C Cylinders - 2	3,500 each
3.	Operating Microscope - 1 (Indian made)	60,000
4.	Surgical sets	
	(a) Cataract and anti glaucoma - 12	3,000 each
	(b) Retinal detachment - 1	1,500
	(c) DYCR and DCR - 1	2,500
	(d) Squint and Ptosis - 1	2,500
	(e) Vitrectomy + lensectomy - 1	19,000

	<b>PROJECT FOR CONTROL OF BLINDNESS AMONG SCs</b>	<b>AMOUNT IN RS.</b>
<b>E.</b>	<b>Operation Theatre equipment</b>	
4.	Surgical sets	
	(f) Generator - 1	15,000
	(g) Operation Table (Wooden) - 4	500 each
	(h) Poise lamps - 4	500 each
	(i) Sterilization bins - 12	4,800
	<b>RECURRING ITEMS</b>	
<b>1.</b>	<b>Honorarium ( per month)</b>	
	(a) Senior Specialist - 1	10,000
	(b) Junior Specialist - 1	8,000
	(c) Administrative Officer - 1	4,000
	(d) Staff Nurses - 2	3,000 each
	(e) Receptionists - 2	1,800 each
	(f) Theater Assistants - 2	1,800 each

	(g) lab technicians - 1	1,800
	(h) Clerk - 1	1,800
	(i) Store Keeper - 1	1,800
	(j) Driver - 1	1,800
	(k) Cook - 1	1,500
	(l) Security Guard - 1	1,200
	(m) Cleaners - 2	1,000 each
<b>2.</b>	<b>Expenditure for other items</b>	
	(a) Rent	5,000 p.m.
	(b) Medicines	1,00,000 pa
	(c) Diet for indoor patients per day per inmate	30
	(d) fuel charges	4,000 p.m.
	(e) Advertisement/publicity	5,000 p.a.
	(f) Water and electricity	5,000 p.m.
	(g) Printing and Postages	10,000 p.a.
	(h) Contingencies	10,000 p.a.
	(i) Camp organizations	50,000 p.a.
	(j) Consumables	1,00,000 pa
	(k) Spectacles	50,000 p.a.
	(l) Audit Fees	3,000 p.a.
	(m) Transport	5,000 p.m.
	(n) Telephone	2,000 p.m.

<b>OPHTHALMIC NURSE TECHNICIAN COURSE</b>		
<b>A.</b>	<b>NON RECURRING ITEMS</b>	<b>Amount in Rs.</b>
1.	Human pants (Models)	1,500
2.	Human pants (chants)	5,500
3.	Reading material	2,000
4.	Slit lamp Bio Microscope	20,000
5.	Keratometer	10,000

<b>OPHTHALMIC NURSE TECHNICIAN COURSE</b>		
<b>A.</b>	<b>NON RECURRING ITEMS</b>	<b>Amount in Rs.</b>
6.	Lands trail box	10,000
7.	Contact lens (Hard / soft trail box)	6,000
8.	Clinical Microscope	7,000
9.	Lens meter	6,000
10.	Audio visual aids (a) Slide projector (b) Slides	7,000 2,000
11.	Office Equipments	
	(a) Duplicating machine	10,000
	(b) Almirah - 1	5,000
	(c) Type machine - 1	7,000
	(d) Chairs - 5	1,000 each
	(e) Tables - 3	3,000 each
	(f) Books for library	5,000
<b>B.</b>	<b>RECURRING ITEMS</b>	

1.	Honorarium (per month)	
	(a) Doctors - (Guest lecturers)	1,000 p.m.
	(b) Tutors - 2	2,000 p.m. each
	(c) Clerk cum typist - 1	1,500 p.m.
	(d) Peon - 1	800 p.m.
2.	Building Rent	1,500 p.m.
3.	Study material	10,000 p.m.
4.	Electricity, stationary and postage	10,000 p.a.
5.	Audit Fee	3,000 p.a.
6.	Stipend	500 p.tr. p.m.

<b>CENTRE TO ORGANIZE BACK TO SCHOOL PROGRAMME FOR DROP OUT CHILDREN (FOR 100 CHILDREN)</b>		
<b>A.</b>	<b>RECURRING ITEMS (FOR TWO MONTHS ONLY)</b>	<b>Amount in Rs.</b>
1.	Cost of Training of 5 teachers for one week	500 per teacher
2.	Honorarium to teachers - 5	500 p.m.
3.	Diet Charges For primary students  For secondary students	300 p.m. per student 350 p.m. per student
4.	Other items like dresses, books and stationary and cosmetics charges etc.	125 p.m. per student
5.	Contingencies	1,000 p.m.

<b>PHOTOGRAPHY TRAINING (30 TRAINEES)</b>		
<b>A.</b>	<b>NON RECURRING ITEMS</b>	<b>Amount in Rs.</b>
1.	Camera and fast gun with stand - 3	10,000 each
2.	Dark room equipment and material	10,000
3.	Furniture and fixture (for 5 years)	5,000
<b>B.</b>	<b>RECURRING ITEMS</b>	
1.	Honorarium per month	10,000
	(a) Instructor - 1	3,000
	(b) Artist - 1	2,500
	(c) Clerk cum Accountant - 1 (part time)	500
	(d) Peon cum sweeper - 1	1,200
2.	Rent	2,000 p.m.
3.	Stipend	100 p.tr. p.m.
4.	Training Material	200 p. tr. p.m.
5.	Contingencies	3,000 p.a.
6.	Audit Fee	3,000 p.a.

<b>MOTOR DRIVING TRAINING (30 TRAINEES)</b>		
<b>A.</b>	<b>NON RECURRING ITEMS</b>	<b>Amount in Rs.</b>
1.	Light vehicle (Car) second hand - 1	50,000
2.	Heavy vehicle (Truck / Bus)	1,50,000
3.	Furniture (for 5 years)	2,000
4.	Tools and equipments	10,000

<b>MOTOR DRIVING TRAINING (30 TRAINEES)</b>		
<b>B.</b>	<b>RECURRING ITEMS</b>	<b>Amount in Rs.</b>
1.	Honorarium (per month)	10,000
	(a) Instructor - 2	3,000 each

	(b) Clerk cum Accountant - 1 (part time)	500
	(c) Peon cum sweeper - 1	1,200
	(d) Watchman - 1	1,200
2.	Rent	1,500 p.m.
3.	Stipend	100 p.tr. p.m.
4.	Training Material (including petrol)	3,000 p.m.
5.	Contingencies	3,000 p.m.
6.	Audit Fee	3,000 p.m.

Site is designed and hosted by [National Informatics Centre](#).

Contents on this website is published and managed by the Ministry of Social Justice and Empowerment. For any query regarding this website Please contact the "Web Information Manager: Shri Shyam Kapoor, Joint Secretary and eMail: [shyam.kapoor@nic.in](mailto:shyam.kapoor@nic.in)

© 2009 Ministry of Social Justice and Empowerment. All rights reserved.